

Revised IBS Schedule – Practicum
Special Term, AY 2014-2015

<u>Activity</u>	<u>Date</u>	<u>Person in Charge</u>
<u>Pre-Internship</u>		
Submit Application and endorsement letter to prospective companies (from IBS-OJT list of companies or from own search of companies) *Note: Ideally, practicum application has been made pre-term	04-15 May 2015	Students
General Assembly Meeting with IBS Practicum Coordinator	07 May 2015	IBS Coordinators
Submission to IBS Coordinator of the following requirements in long brown envelope labeled with ID number and Student Name:	18-26 May 2015	Submit to IBS Coordinators Students to complete (in coordination with parents and hiring company)
1. Student Information Sheet		
2. Acceptance Letter		
3. OJT Training Agreement		
4. Parents'/Guardian's Certification/Waiver/Permission		
Assignment of Faculty Advisers to IBS OJT Students	25-30 May 2015	IBS Coordinator
<u>Internship Proper</u>		
Internship commences	01 June 2015 (if earlier, between 25-30 May 2015, subject to approval – complete requirements)	Students/hiring company
Meeting of Internship Adviser with Company Supervisor	Any day between 02 June to 08 August 2015 (or before end of internship)	Internship Adviser and Company Supervisor (to be liaised by student)
Submission of Progress Report every 50 hours to Faculty Advisers (noted by Client)	Two days after every 50 hours of completed internship [can be scanned (signed) online submission]	Students to submit to Faculty Advisers
Submission of Supervisor's evaluation form (accomplished by company representative or supervisor)	Latest by 10 August 2015	Students
End of Internship	Latest by 08 August 2015	Students
<u>Post-Internship</u>		
Submission to faculty adviser of accomplished: i. Three Progress Report [every 50 hours] (noted by Supervisor) ii. Supervisor Evaluation Report iii. Final Report (Reflection paper of OJT experience)	10-11 August 2015 (can be earlier if internship completed early)	Students to submit to Faculty Adviser
On-line submission of Final Grades by Faculty Adviser	Follow School Calendar (tentative 13-15 August 2015)	Faculty Adviser